

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Library Technician (Senior)										NF										1411										03										JN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				OPM PCS Library Technician Series GS-1411																																																	
S. J. NEW																				TS-127 Sept 93																																																	
Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
										12-31-01																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION**JOB TITLE:** Library Technician (Senior)**POSITION NUMBER:** 010161 (02-70168)**JOB SERIES:** 1411 **PAY LEVEL:** NF-03**SUMMARY OF DUTIES:**

Monitors all circulation and technical service operations and resolves problems and deviations. Trains new staff in circulation and technical services procedures and processes. Evaluates circulation and technical service policies, procedures, and processes and recommends improvements. Compares projected expenditures to allocations, notifying the supervisory librarian of the results. Monitors expenditures versus allocations for all monies. Ensures payment is made for materials ordered. Posts and revises library balance records and financial records, maintaining accuracy. Provides supervisor with necessary figures for quarterly financial updates and the annual report. Devises and adapts various search strategies within the library's holdings and utilizes on-line databases and CD-ROM resources to provide reference services to customers. Answers more in-depth or difficult questions that require the use of outside sources. Performs descriptive cataloging which does not involve extensive searching or long descriptions by modifying existing records to match the items on hand. Assists supervisory librarian in developing the library marketing plan. Develops publicity and marketing materials for review and approval. Administers library programs and prepares an after-action report and evaluation. Represents the library at public relations meetings. Conducts library tours and orientations. Uses varied and advanced functions of word processing to prepare, format, modify, edit, and print a variety of letters, memos, and other text documents. Receives and transmits electronic mail and attachments. Independently carries out assignments.

Accurately, and in a timely manner, resolves circulation and technical services problems and deviations. Effectively trains lower grade staff in library circulation and technical service policies and procedures. Accurately monitors library expenditures, account balances, and financial records. Effectively utilizes on-line databases and computer systems to facilitate circulation, technical service, and reference duties. Accurately performs descriptive cataloging. Promptly assists in developing an effective library marketing and public relations program. Efficiently produces library

programs and submits after-action reports in an accurate and timely manner. Effectively uses word processing software to prepare/develop accurate and useful documents. Accurately recognizes differences in existing procedures and applications and makes choices from among established alternatives. Promptly receives and transmits electronic messages with attachments and documents as appropriate.

Performs other related duties as assigned.

Minimum Qualifications:

Specific knowledge of library rules, policies, and procedures for circulation and technical service. Must be able to read, write, and speak English. Must have computer experience or training in computer applications such as Windows, Word, Excel, Access, and the Internet. Strong typing skills are required; must be able to type 40 words per minute. Work requires some physical exertion such as long periods of standing; recurring activities such as bending, crouching, stooping, stretching, and reaching; pushing loaded book trucks; and recurring lifting of moderately heavy items. Must be physically able to frequently lift boxes of up to 40 pounds. Must be able to reach up to 72 inches with or without the assistance of a step stool. Must be able to satisfactorily complete a pre-employment physical. Successful completion of a National Agency Check is required. Must possess skill in working with peers and with the public.